



# CAREER OPPORTUNITY

## Procurement Analyst GS-1102-13/14

**ANNOUNCEMENT NO.:** 04H-1008-PWB

**OPENING DATE:** 08-30-04

**CLOSING DATE:** Must be received by 09-17-04

**POSITION:** Procurement Analyst, GS-1102-13/14 (2 Positions)  
(Full Performance Level is GS-14)

**SALARY:** GS-13 \$72,108 - \$93,742 per annum  
GS-14 \$85,210 - \$110,775 per annum

**LOCATION:** ADA/Office of Government Contracting and Business Development, Office of Policy, Planning and Liaison, Washington DC

**AREA OF CONSIDERATION:** Federal Agencies – Government Wide. Employees in the Office of Disaster Assistance and Office of Inspector General are excluded.

**COMPETITIVE STATUS REQUIRED:** Competitive status is required. U.S. citizenship is required

**This Position is designated as regular funded**

Competitive status is required unless you are eligible for appointment under a special hiring authority (e.g., Veterans Readjustment Act, appointments for the disabled, Outstanding Scholars, etc.) More information on special appointing authorities is available at <http://www.usajobs.opm.gov/EI11.htm> (disabled); <http://www.usajobs.opm.gov/EI3.htm> (veterans); <http://www.usajobs.opm.gov/EI52.htm> (veterans); and <http://www.usajobs.opm.gov/EI22.htm> (Outstanding Scholar).

**DUTIES AND RESPONSIBILITIES:** The incumbent develops and recommends plans, operation procedures, and standards to strengthen and improve the Agency's government contracting and business development programs. Develops program goals and objectives within the framework of approved policies. Reviews and evaluates program effectiveness. Represents the U.S. Small Business Administration (SBA) at agency's of the Executive Branch regarding procurement policy issues. Develops, coordinates and negotiates with the Office of Federal Procurement Policy, US Department of Defense, General Services Administration and other agencies regarding programs, policies, procurement goals, regulations and procedures. Undertakes research to examine selected aspects of small business activity. Such studies include , but are not limited to , assessment

Any individual eligible for consideration under the Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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of the impact of set-aside programs and existing and proposed procurement policies and procedures on access to Federal markets, job generation and retention, industrial capacity formation and business development in the small business sector. Based on analysis of current and projected Federal procurement activity, the incumbent develops strategies to ensure that SBA anticipates and assesses changes in the acquisition and economic environments that would affect small business viability and participation in the Federal marketplace, and proposes appropriate programs, policies and procedures. Performs special assignments and other duties as required.

**QUALIFICATION REQUIREMENTS:** The following is an excerpt from the OPM Qualification Standards Handbook for General Schedule Positions. These standards are available in all Personnel Offices for review. Applicants must have 4 years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower grade of a position that provided the knowledge, skills, and abilities to perform this position. **AND** Applicants must have completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Applicants must meet the time-in-grade requirement within 45 days of the vacancy announcement closing date.

**QUALITY RANKING FACTORS (QRFs) USED IN THE RATING PROCESS:** Applications will be evaluated on each of the following QRFs. To receive full credit, applicants must submit a narrative description of their experience, education, training, etc. relative to each QRF. Be specific and limit responses to no more than one page per factor. If you are found qualified, this information will be heavily relied upon in the rating process. Please provide information in the following order:

1. Knowledge of statutes, regulations, and standard operating procedures governing contracting and business development.
2. Knowledge of government contracting laws, Federal Acquisition Regulations (FAR), and acquisition policies and procedures of assigned acquisition agencies.
3. Ability to effectively communicate orally in order to represent the agency in complex and controversial negotiations.
4. Ability to communicate in writing in order to develop written policies, proposals or position papers.

### **APPLICATION REQUIREMENTS:**

You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you may lose consideration for the job. You should also submit:

- Supplemental statement addressing the quality ranking factors.
- A copy of your most recent performance appraisal (dated within 1 year of the closing date).
- A copy of your most recent SF 50, Notification of Personnel Action which indicates your current grade level.

If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) (see <http://www.opm.gov/ctap/html/egct.htm#> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, including any selective factors and receive at least two-thirds of the total possible points for the quality ranking factors.

**OTHER PERTINENT INFORMATION:** Payment of Relocation Expenses Is **NOT** Authorized

The U.S. Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities unless the accommodation would impose an undue hardship on the Agency. If you need a reasonable accommodation for any part of the application or interview process, please contact Pat Boyd, at 202-6085 (telephone), 202-481-4789 (fax), or [pat.boyd@sba.gov](mailto:pat.boyd@sba.gov). If you are hearing impaired, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.

If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.

**NOTE:** Only material required by this announcement will be used to rate your application. Your application will **not** be returned to you.

Any individual eligible for consideration under the Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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## **HOW TO APPLY: APPLICANTS HAVE SEVERAL OPTIONS IN APPLYING FOR THIS POSITION:**

1. Applicants are **strongly encouraged** to apply for this position by E-mail: [HRJOBAPPLICATIONS@SBA.GOV](mailto:HRJOBAPPLICATIONS@SBA.GOV) OR by Fax on 202-481-2266. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application.
2. You may mail your application to the following address: Small Business Administration, 409 Third Street SW, Suite 4200, Office of Human Resources, Washington, DC 20416, ATTN: Pat Boyd, (4H-1008-PWB). All applications must be received by the closing date in order to receive consideration.
3. You may submit your application in person at the address above.

**Personally delivered, e-mailed or faxed applications must be received by close of business (4:30 pm est ) on the closing date of the announcement. We are not responsible for errors in fax or e-mail, therefore, it is recommended that you call or email to verify that your application has been received on or prior to the closing date.**

### **APPLICANTS WILL BE EVALUATED ON THE FOLLOWING:**

If you meet the minimum qualification requirements, you will be evaluated on:

Quality Ranking Factors

Training completed in the last 5 years

Awards received in the last 3 years

Your performance rating of record dated within 1 year of the closing date

**All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.** For additional information or forms contact Pat Boyd (202) 205-6085. The Optional Application for Federal Employment (OF 612) is available at <http://www.opm.gov/forms/html/of.htm#of612>.